These minutes are draft only. Minutes are not finalized until approved by the Alberta Cooperative Grocery Board of Directors at the following monthly meeting.

Alberta Cooperative Grocery Board of Directors Meeting
October 13, 2026 6:30-9:30pm
Zoom

September 2026 Board of Directors Meeting Summary

The board discussed the following ARFs/Reports: Kitchen Updates, Tracking Long-Term Projects, L1 Report, Shared Board Audit presentation, Exempting the CM from L2 2026 reporting, V.4 Proposed by bylaws change re: committee chairs, Co-Op dialogue studio: What do we mean by “political”, L6 Language update (v1)

Present

Directors

- Christopher D. (CAD), he/him, Director
- Lesley F., she/her Vice President of the Board and Worker
- Kristen M., she/they Board Secretary

Collective Management/Staff

- Sarah G., she/her (Backup Board Link)
- Shane L., he/they (Board Link)
- Josh B. he/him - Tech; Giving kitchen update
- Cory B., she/her, produce co-buyer

Board Support Staff

- Brittany B., she/her (Board Admin)
- Charlotte N., she/her (facilitator)

Directors Not Present

- Rochelle M.
- Eugene R.

Meeting called at 6:45

1. Opening and check-ins

2. Owner Comment and Board Response
   - None

3. Consent Agenda
   Decision: Review and approve agenda, draft minutes, and meeting agreements

   [September 2026 Minutes]

   L5 Footnote

   Update to Check Signers

   Remote Vote
   *Note remote voting occurred for L3.11 Unbudgeted Non-Capital Expense for HR Consultant v.1

   Results:All in favor

4. Meeting Agreements

5. Commitment Review

Commitment Review - 10/13/26

Number	Date Begun	Person/Group Responsible	Commitment	Deadline	Notes
1	*12/2/25*	Board/CM/Link	Monitor - Board/CM/Link joint audit due by April 15.	June - July 2026	*Ongoing* Getting a report 10/13. Complete.
2	2/3/26	Joy/General Store Team	Provide monthly report from the General Store to the Board, along with quarterly in-person updates.	Ongoing	*Ongoing*
3	2/3/26	Frankie	Offer assistance to Josh and Marketing with identifying public documents that are editable, improperly linked, or missing, and reviewing the current document posting process with any new team members.	August 2026	*Jim confirmed that most docs are remediated. Docs from 2020 and before are still editable.* *close*
4	March 2026	BMAD	Discuss revisions to the L6 policy.	September 2026	*Pushed from September* *On agenda for 10/13*
5	March 2026	Link	Report L2 - Staff Treatment, Training, and Compensation	August 2026	*Chris's ARF for 10/13*
6	May 2026	Board	Board to send any questions for NCDC to Eugene by May 7th to relay.	September 2026	*Pushed to September 2026 from August* *COMPLETED.*
7	July 2026	Link	Notice SFPC PP - L3 Q2 due in September	August 2026	*Pushed from September*

Number	Date Begun	Person/Group Responsible	Commitment	Deadline	Notes
					Waiting on 2025 taxes. On track.
8	July 2026	SFPC PP	L3 - Financial Condition Full Year	August 2026	*Pushed from September.* *Waiting on 2025 taxes. On track.* *See email from Emily*
9	July 2026	Christopher	Write ARF to review the Capital Stack workshop in more detail.	August 2026	*Pushed from September* *Push to November*
10	9/8/2026	Emily	Emily will follow up on Joy's replacement at the General store	October 2026	*Emily is Joy's replacement*
11	9/8/2026	BMAD	BMAD will talk about how to talk about long range projects and bring that to the meeting	October 2026	*Included in minutes*
12	9/8/2026	BMAD	BMAD will add a footnote to L5	October 2026	In 10/13 Consent Agenda
13	9/8/2026	Charlotte	Confirm where at Leaven extended meeting will be held	October 2026	*Completed*
14	9/8/2026	Shane	Will add July numbers to L5	October 2026	Done (by 9/9/2026)
15	9/8/2026	Emily	Will follow up about supply chain concerns going into the holiday season	October 2026	
16	9/8/2026	Emily	Will get clarity about how/whether we pay for tabling at farmers markets	October 2026	
17	9/8/2026	Shane	Preparing L1	October 2026	*On 10/13 Agenda*
18	9/8/2026	Emily	L3 Q2 Report	October 2026	*Pushed from September due to availability of tax info*
19	9/8/2026	Emily	L3 Full Year report	October 2026	*Pushed from September due to availability of tax info*

6. Committee Reports

- **BMAD**
  - i. Reviewed date format conventions: yyyy/mm/dd.
  - ii. Updated the L5 footnote found in today's agenda
  - iii. Discussed longterm projects - connected to the topic in today's agenda. Has evolved over the past four months.
  - iv. They do not expect the board to do work during the long term project section of the board meeting. Rather, the board should check in on projects undertaken by committees
  - v. Discussed vital records governance

- **CEC**
    i. Plan to table at Activate at Taborspace (Saturday, 11/7, from 10-4). They are looking for someone from CM to join.
    ii. Upcoming "crafternoon" planning underway
    iii. Survey for membership is in progress.

- **BFC**
    i. Finance Committee met with Emily and went over the 2027 budget that Emily proposes. The budget comprises kitchen, store, commissary kitchen, general store (four pillars of the business)
    ii. Discussed a need to approve a budget before the end of year for the sake of operations and management.

7. Kitchen Update (moved from #8 to #7)

- New kitchen worker is up to speed.
- Most well-stocked it's ever been through the weekend
- Had the first full week of the schedule revisions that were made to improve inventory. They moved to T/W/F and some Saturdays. This has led to a big improvement in predictability
- Kale salad has been a best seller recently. Antipasto is also a hit. Josh recommends the beet salad.
- The consultant recommended selling meat items, and members have requested them. As a result, they have added chicken coconut curry and ham, brie, and fig sandwiches.
- As people have been trained, labor has been more efficient

8. Long Term Projects

- BMAD discussed using this time for the board to check in on projects undertaken by committees
- Discussed Co-creating a pocket-sized guiding statement to help align work with values
- Lesley will be leaving the board in 2027, and another CM will need to be recruited. This is an FYI for the board as it is a CM action.
- Proposed addition to long term projects related to living wage, and having a presentation on "*The Great Game of Business*"/Open Book Management to the board of directors and board link

9. General Store Update

- Skipping because Emily is not here
- Prior to the meeting, Emily sent an email with financial forecast information.

10. Monitoring: L1 Report

- The plan is much simpler, the CM made some progress over the last year. Where there is still work to do, we hope for a lot of progress working with the IC

(independent contractor) [whose hiring was approved by the board via remote vote in September]. Given that this person is not in place yet, it's hard to create a timeline or very specific plan
- Board followed the Monitoring Report Decision Tree.pdf
- **Board accepted L1 report as out of compliance, with an approved plan for compliance**.

11. ARF #1: ARF: Shared Board Audit Presentation
- Internal Health Review: Year End Board Audit
- Note: Presentation was created for a CM audience.
- Reviewed three Principles
    i. High quality healthy affordable groceries
    ii. Commitment to high product quality and ethical provenance
    iii. Serving and supporting multicultural, gender expansive, diverse, pluralistic community
- Overview of each department in alignment with these principles, their completed projects, problems, and ongoing projects

12. ARF #2: Approve exemption the CM from L2 2026 Reporting
- From Shane's original 8/21/2026 email: "L2 is usually reported in April; a January survey with results by the end of February would mean an April 2027 L2 report. If the Board is amenable to a survey being administered next January, I would suggest an ARF to approve exempting the CM from L6 2026 reporting so there is a clear record of the gap being approved."
- There have been a lot of barriers to doing the work necessary this year in order to have any real meaningful data that would go into an L2 report. The work that the CM is planning to do with the independent contractor: HR Consultant will be instrumental. Their contract would go through the end of the year that would gather the information the board looks for in an L2 report.
- **Vote on having survey in January: All in favor**
- **Vote on exempting L2: All in favor**

13. ARF #3: V.4 Proposed Bylaws Change
- Proposing a change to the bylaws for the purpose of having a clear point person and lightening the load of the chair person. In the case of smaller committees, it would support a more collaborative partnership. They propose two directors who function as liaisons
- **Vote: All in Favor**

14. ARF #4: Food Co-Op Dialogue Studio: What do we mean by "Political"
- All were invited to a series of cooperative dialogue studios hosted by Jon Steinman and Laura King.The question was "what do we mean by political"

- Fishbowl style - a group speaking in the middle. Everyone else listens. If someone wants to talk, they turn their camera on, and someone leaves the middle to make room for them for the new speaker to join the center
- It was an interesting idea, and a bit tricky to navigate in such a large Zoom group
- People talked about what is happening at their co-op. Coops from diverse areas had different concerns. Some shared hot-button issues, which were broadly similar to those at Alberta Grocery Cooperative

15. ARF #5: L6 Language update v1

- BMAD policy register and bylaws don't overlap as much as they should.
- Updates are proposed to foster better alignment - especially related to document retention.
- Regarding vital records - it's offered that they are not that easy to find on the website. A review of activity on links to the minutes shows that about 10 unique users accessed the minutes in the last month. This is an adjacent concern since L6 is about the internal policy register rather than the structure of public documents.
- Overall L6 Compliance
    - A solution is to delay the monitoring by another month - until December - have BMAD iron things out.
- **VOTE: Delay monitoring until December. We'll revisit progress during November's meeting.**
- **All in favor**

16. Review: New Commitments, Upcoming Monitoring, Long Term Commitments

- **New Commitments**
    i. Christopher will write an ARF related to the Capital Stack workshop
    ii. CEC will look for someone from CM to join the table at Activate
    iii. Shane will communicate with Peoples' staff regarding review of certified organic storage requirements
    iv. Josh will try to get an answer about who will take over commissary rental responsibilities
    v. Lesley/BMAD will revise L6 Bylaw, and will bring revisions to November meeting
    vi. Kristen will write an ARF related to public-facing doc organization
    vii. Inviting an ARF related to updating board meeting conventions by removing check outs
    viii. Kristen will write an ARF related to the 10/14 Co-Op Dialogue Studio "What assumptions have we inherited about the Board of Directors role that may no longer serve today's food co-ops?"

- Upcoming Monitoring

17. The meeting concluded at 8:55 and went into a closed session.